

Retention and Classification Report

Agency: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division (2474)
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Records Officer Yvonne Christensen

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AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10768

3

TITLE: General administrative records

DATES: undated

ARRANGEMENT: None

DESCRIPTION:

These are records of a general facilitative nature created or received in the course of administering programs. Includes daily, weekly, or monthly activity reports which are summarized in an annual report, correspondence, and memoranda.

RETENTION:

Retain 2 years or until no longer needed for reference

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 1, Item 11.

AUTHORIZED: 08/31/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 2 years or until no longer needed for reference and then destroy.

APPRAISAL:

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10768

TITLE: General administrative records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10774

3

TITLE: In-service meeting minutes

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 0.10 cubic feet.

DESCRIPTION:

These minutes document the Women, Infants, and Children Program's (WIC) employee training on nutrition and new program requirements. Professionals attend these staff meetings and provide training to the department's staff by lecturing on various medical issues and changes made in state policies.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after date of submission of final report or until resolution of an audit or any litigation and then destroy.

APPRAISAL:

Administrative

This disposition is based on 7 CFR 246.15 (1992) which indicates that records "pertaining to . . . inventory, certification procedures, nutrition education" . . . are required to be maintained for "3 years following the date of submission of the final expenditure report for the period to which the reports pertain, or until resolution of an audit or any litigation."

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10774

TITLE: In-service meeting minutes

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10773

3

TITLE: Nutrition and education client training records

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

These records document the nutrition and education training provided to Women, Infants, and Children (WIC) Program clients. Lesson plans are given to each woman participating in the WIC program. They are required to receive nutritional training to participate in the WIC program. These records are created by the local health department and are updated as required by the state WIC program. These records include lists of priorities, breast feeding materials, lists of drug abuse participants, brochures, lesson plans, and materials on the Native American Nutritional Education.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until superseded and then destroy.

APPRAISAL:

Administrative

This disposition is based on the administrative needs expressed by the local health office.

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10773

TITLE: Nutrition and education client training records

(continued)

PRIMARY CLASSIFICATION:

Public

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10825

3

TITLE: Quality assurance report

DATES: 1985-

ARRANGEMENT: Chronological, thereunder alphabetical by name

ANNUAL ACCUMULATION:

DESCRIPTION:

These reports are submitted annually to the State Division of Women, Infants, and Children (WIC). They report on an evaluation of clients to determine their specific needs and to establish program priorities. The local health department randomly compares thirty participant case files with previously adopted priorities to determine programs effectiveness and to establish future priorities and reports these findings on this report. They include a list of the division's priorities, a description of all management steps which are used to determine eligibility, other information necessary to qualify a person to receive services, and information on specific clients including name, address, telephone number, and identification number.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years after resolution of an audit or any litigation and then destroy.

APPRAISAL:

Administrative Legal

This disposition is based on 7 CFR 246.15 (1992) which indicates that records "pertaining to financial operations, food delivery systems" . . . are required to be maintained for "3 years following the date of submission of the final expenditure report for the period to which the reports pertain, or until resolution of an audit or any litigation."

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10825

TITLE: Quality assurance report

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10772

3

TITLE: State nutrition and education staff plan

DATES: 1981-

ARRANGEMENT: Chronological

ANNUAL ACCUMULATION: 1.50 cubic feet.

DESCRIPTION:

This plan provides the direction for the administration of the local health department's nutrition and education program and is required by state and federal requirements. The original plan is submitted to the state while the local office only retains a copy. It evaluates the previous year's program and includes quality assurance forms, in-service evaluation forms, evaluations for nutrition classes, demographics for Davis County, plus provides the in-service plan for next year, education classes for coming year, plan for tracking and evaluating high risk clients, addresses how they will meet the needs of special groups, outreach to find new people to serve, list of needs, services available in Davis County, and nutrition programs for migrants.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper copy: Retain in Office for 3 years after date of submission of final report or until resolution of an audit or any litigation.

APPRAISAL:

Administrative Legal

This disposition is based on 7 CFR 246.15 (1992) which indicates that records "pertaining to certification procedures, nutrition education" . . . are required to be maintained for "3 years following the date of submission of the final expenditure report for the period to which the reports pertain, or until resolution of an audit or any litigation."

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10772

TITLE: State nutrition and education staff plan

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10770

3

TITLE: Voucher registers

DATES: 1978-

ARRANGEMENT: Chronological, thereunder numerical by voucher number

ANNUAL ACCUMULATION: 6.00 cubic feet.

DESCRIPTION:

This register documents vouchers issued under the Women, Infants and Children Program. It include date, clinic name, number, address, and telephone number, date, voucher number, patient's name, adult's signature, and race.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

APPROVED: 12/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years after annual report or final expenditure report or until resolution of an audit or any litigation and then destroy.

APPRAISAL:

Legal

This disposition is based on 7 CFR 246.15 (1992) which indicates that records "pertaining to financial operations, food delivery systems" . . . are required to be maintained for "3 years following the date of submission of the final expenditure report for the period to which the reports pertain, or until resolution of an audit or any litigation."

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10770

TITLE: Voucher registers

(continued)

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10766

3

TITLE: Women, Infants, and Children (WIC) children's participant files

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the participation of children in the Women, Infants, and Children (WIC) Program. The purpose of the program is to provide supplemental foods and nutrition education to low income families in accordance with the provisions of 7 CFR 246 (1993). This program is open to children between the ages of one and five. These files include the nutritional education record, lost or stolen WIC Voucher/ID Card Report, WIC certification form, nutrition care plan, nutrition education information, WIC participant responsibilities agreement, turnaround change order, family enrollment form, growth charts, infant/child medical history, nutrition history, and correspondence.

RETENTION:

Retain until child reaches the age of 10 years

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 96.

AUTHORIZED: 08/31/1992

FORMAT MANAGEMENT:

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Paper: Retain in Office until child reaches age of 10 years and then destroy.

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10766

TITLE: Women, Infants, and Children (WIC) children's participant files

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Private

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10767

3

TITLE: Women, Infants, and Children (WIC) women participant files

DATES: undated

ARRANGEMENT: None

ANNUAL ACCUMULATION:

DESCRIPTION:

These files document the participation of women in the Women, Infant, and Children (WIC) Program. The purpose of the program is to provide supplemental foods and nutrition education to low income families, in accordance with the provisions of 7 CFR 246 (1993). This program is open to pregnant, postpartum, and breast-feeding women. These files include the nutrition history, notification of eligibility, family enrollment forms, turnabout change order, nutrition education information, nutrition education attendance record, nutrition care plan, pregnancy history, WIC certification form, and the WIC participant responsibilities agreement.

RETENTION:

Retain 4 years following the end of the fiscal year of the client's termination from the program

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule CNT 25, Item 97.

AUTHORIZED: 08/31/1992

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 4 years after end of fiscal year of client's program termination and then destroy.

AGENCY: Davis County (Utah). Health Department. Women's, Infant's, and Children's Division

SERIES: 10767

TITLE: Women, Infants, and Children (WIC) women participant files

(continued)

APPRAISAL:

PRIMARY CLASSIFICATION:

Private